

MINUTES
**TRANSPORTATION ASSET MANAGEMENT COUNCIL
DATA COMMITTEE MEETING**

June 28, 2017 at 1:00 p.m.
MDOT Aeronautics Building
2700 Port Lansing Road, Second Floor, Commission Conf. Room
Lansing, Michigan

**** Frequently Used Acronyms Attached**

Members Present:

Bill McEntee, CRA – **Chair**, via Telephone
Jonathan Start, MTPA/KATS
Jennifer Tubbs, MTA – via Telephone

Bob Slattery, MML – via Telephone
Rob Surber, DTMB/CSS
David Wresinski, MDOT - **Vice Chair**

Support Staff Present:

Rob Balmes, MDOT
Tim Colling, MTU – via Telephone
Frank Kelley, MDOT
Hugh McNichol, MDOT
Mike Toth, MDOT

Roger Belknap, MDOT
Dave Jennett, DTMB/CSS
Tyler Logan, MDOT
Gloria Strong, MDOT

Others Present:

Mark Holmes, DTMB/CSS

Members Absent:

Don Disselkoen, MAC
Joanna Johnson, CRA/RCKC

1. Welcome - Call-To-Order – Introductions:

The meeting was called-to-order at 1:05 p.m.

2. Public Comments on Non-Agenda Items:

None

3. Consent Agenda:

3.1. – Approval of the May 24, 2017 Data Committee Meeting Minutes (*Action Item*)

J. Tubbs made a motion to approve the May 24, 2017 meeting minutes with minor corrections; J. Start seconded the motion. The motion was approved by all members present.

4. Correspondence and Announcements

4.1. – Fall Conference Proposed Date

Support staff are looking to hold the TAMC Fall Conference on Thursday, October 5, 2017, at the Holiday Inn of Marquette.

5. Work Program:

5.1. – TAMC 2017-2019 Work Program Update

Support staff will be giving status updates of accomplishments and tasks that TAMC is working on at each meeting. Support staff will give an update at the next TAMC full Council meeting.

5.2. - FY 2016 and FY 2017 TAMC Budget Update

R. Belknap gave a brief update on the TAMC Budget. R. Belknap has added FY 2015 and FY 2016 columns to the budget update report to compare the trend on how monies are being spent. Support Staff will continue to use this format for future reports.

5.3. – FY 2018 TAMC Proposed Budget and Schedule

R. Belknap has created a draft FY 2018 budget which he has allocated additional funds to the Regional Planning Organizations (RPO)/Metropolitan Planning Organizations (MPO) for data collection on unpaved federal aid and non-federal aid roads, asset management plan's, and resources to Center for Shared Solutions (CSS) and Michigan Technological University (MTU). This will go to the ACE Committee in July. The goal is to have this budget approved by full Council at their September 2017 meeting. It was requested to add FY's 2015, 2016, and 2017 on the FY 2018 draft proposed budget for comparison. CSS and MTU will provide their draft budgets at the July Data Committee meeting.

A suggestion was made by D. Wresinski to possibly set monies aside from the additional \$250,000 that TAMC will receive to do research on TAMC using a contractor to conduct data collection. The contractor could possibly collect data for federal-aid roads using Pavement Surface Evaluation and Rating (PASER) and the National Highway System. TAMC will need to see what is the most cost and time effective way to get required data collected. More discussion may take place at a future Data Committee meeting.

5.4. – Data Analysis – R. Belknap

A question was posed on how does the Investment Reporting Tool (IRT) data relate to the PASER data? This has been added as a regular agenda item. TAMC, CSS, and MTU will be discussing in future meetings how they can best utilize the collected data and define best practices on how to collect the data. B. McEntee has put together a draft table that he plans to share with the Council on what he feels need to be data analysis tasks based upon the TAMC Work Program.

5.5. – Update on Local Agency Asset Management Plans

R. Belknap shared a list of agencies that have adopted and submitted an asset management plan to TAMC. The plans are good for three years, after which TAMC support staff notify the local agency that their plan is expiring. Cities and villages that have an asset management plan can move more than 50% of funds from the major street fund to the local streets fund. Cities and villages are required to have an asset management plan in order to do the transfer; some small agencies are submitting plans simply to be able to transfer funds. The Michigan Department of Transportation (MDOT) is responsible for verifying if a city or village has an asset management plan and then makes the approval to transfer funds once they have verification. The TAMC's asset management plan template may need to be reviewed to assure the agencies that have more miles provide more detailed information in their plan. Data Committee members will review the current template and any new templates to assure good asset management plans are received. MTU will be reviewing the template as they develop training materials on how to do an asset management plan. MTU will have their review done approximately by the end of the summer or beginning of fall. At the end of

fall, MTU will conduct a pilot using a draft standard template with core elements for asset management plans developed. Asset management plans will be a regular Data Committee agenda item. Some agencies practice asset management processes but do not have an official asset management plan. Asset management process/plan information is currently being collected in the IRT. R. Belknap will work with the ACT 51 team to review the asset management plans received. Currently, MDOT does not withhold funding if agencies do not have an asset management plan.

6. Review and Discussion Items:

6.1. – Data Collection –

6.1.1. – Status of the 2017 Pavement Surface Evaluation and Rating (PASER) Collection – R. Belknap

R. Belknap gave a status update on PASER data collections. There are currently 20 counties completed and most others are in progress. Some are waiting until the construction season and then will go out and rate their roads. R. Belknap drafted a map using the information that he has received from the region coordinators that shows the status of the collection on the roads. The map is available for review.

6.1.2. – Data Collection Policy Updates – J. Start/R. Belknap

J. Start provided a revised May 18, 2018, draft of a roadway surface condition data collection policy for federal aid, non-federal aid, and unpaved roads. It was reviewed and comments/edits were given. TAMC cannot require that there be two people in the vehicle but can recommend it as a safe practice. Throughout the policy the “local road agencies” should be referred to as “ACT 51 agencies.” Non-federal aid reimbursement will be clarified by J. Start. MTU technical staff (Vicki Sage) tested it on three different people. She asked specific questions, and reorganized the draft policy based upon the responses. She wanted to be sure that the policy is clear and that the requirements are easy to understand. The updated draft policy will be provided to ACE Committee and then to full Council at their July TAMC meeting for their review and comments. The Data Committee would like this policy, once it is finalized to be linked to other procedures, such as the PASER training manuals on the TAMC Website.

6.2. – Michigan Tech/Local Technical Assistance Program/Roadsoft/Training Update – T. Colling

A Data Handling Process Webinar was held. There were 50 attendees. This training will be added to the regular PASER training before the April 1 collection date.

6.3. – Act-51 Distribution and Reporting System and Investment Reporting Tool (IRT) – B. McEntee/R. Belknap

6.3.1. – Investment Reporting and Act 51 Compliance – R. Belknap

An update was provided in the packet.

6.3.2. – IRT/ADARS Software Updates – D. Jennett

Due to time constraints an update was not given.

6.3.3. – Training Update – D. Jennett

Due to time constraints an update was not given.

6.4. - Website Update – D. Jennett

CSS has now uploaded all of the 2017 draft and finalized meeting minutes to the TAMC Website.

6.5. - Dashboard Update – D. Jennett

They are looking at possibly pulling together an adhoc committee.

7. Member Comments:

None

8. Public Comments:

None

9. Adjournment:

The meeting adjourned at 3:06 p.m. The next meeting will be held July 26, 2017, at 1:00 p.m.; MDOT Aeronautics Building, 2nd Floor Commission Conference Room, Lansing.

TAMC FREQUENTLY USED ACRONYMS:	
AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21 ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET

MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

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